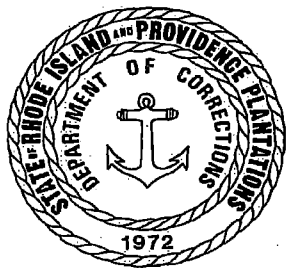


RHODE ISLAND DEPARTMENT OF CORRECTIONS

POLICY AND PROCEDURE



POLICY NUMBER:
9.11-4 DOC

EFFECTIVE DATE:
1/10/11

PAGE 1 OF 4

SUPERCEDES:
9.11-3 DOC

DIRECTOR:

Please use BLUE ink.

Robert T. Wall II

SECTION:
SECURITY AND CONTROL

SUBJECT:
INMATE IDENTIFICATION CARDS

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director

REFERENCES: ACA Standard # 4-4188, Staff Regulate Inmate Movement; RIDOC Policy 2.25-2 DOC, Indigent Inmates

INMATE / PUBLIC ACCESS? ☒ YES

AVAILABLE IN SPANISH? ☒ NO

I. PURPOSE:

To establish and implement an inmate identification (ID) card system which ensures:

- A. all inmate movement from one location to another occurs in a controlled and accountable manner;
- B. inmate photographs are updated at least annually (by Records and ID staff during inmates' birth months) or when an inmate's appearance changes dramatically (facial hair, scars, significant weight gain/loss, etc.) for use by Departmental personnel, law enforcement agencies, and, where appropriate, the media;
- C. inmates being released into the community are given temporary identification cards;
- D. inmates being released from the Adult Correctional Institutions (ACI) submit their inmate ID cards to appropriate Departmental staff for destruction.

II. POLICY:

- A. All inmates of the Rhode Island Department of Corrections (RIDOC) are issued identification (ID) cards to ensure control and accountability of inmate movement.
- B. Inmate ID cards are updated at least annually at facilities.
- C. All photographs, as well as relevant inmate information (i.e., inmates' names, ID numbers, and dates photographs were taken), are stored in the INmate FACility Tracking System (INFACTS) system.
- D. Inmates being released into the community are issued temporary ID cards.

III. PROCEDURES:

A. Identification Cards

- 1. An inmate ID card is generated by the Records and ID Unit's designated staff on the day an inmate is committed (male/female).
- 2. The card includes the following information:
 - a. Inmate's Full Name
 - b. RIDOC Inmate Identification Number
 - c. Inmate photograph taken upon commitment (updated annually)
 - d. Weight
 - e. Height
 - f. Hair Color
 - g. Eye Color
 - h. Date of Birth
 - i. Yellow stripe to indicate SRG status, if applicable.
- 3. Inmate ID cards are issued to all inmates upon commitment to the Intake Service Center (ISC) or Women's Facility [Gloria DiSandro McDonald (GM) Building)].

B. Inmate Movement:

ID cards are specifically used for inmate identification (sentenced and awaiting trial) and to facilitate inmate movement.

1. Individual and/or group inmate movement to and from any destination within a facility requires an ID card.
2. Awaiting trial inmates and sentenced male inmates housed at the ISC wear their ID cards on their jumpsuits at all times.
3. All sentenced inmates wear their ID cards on their breast pockets at all times. When tee shirts are worn, ID cards are conspicuously displayed on the front waistbands of trousers.
4. Inmates without proper ID cards are not permitted to move within a facility, are not accepted into scheduled work or program assignments, are not allowed visits, and are not allowed to claim property or store orders.
5. Staff supervises and monitors inmate movement to, from, and/or within any/every area of the facility.
 - a. No inmate is allowed to depart his/her housing unit without prominently displaying his/her ID card.
 - b. Staff assigned to inmate work and/or program locations collects and secures ID cards prior to admitting inmates into designated areas.
 - c. The collecting and securing of ID cards ensures inmate accountability and precludes unauthorized inmate departure from scheduled assignments.
 - d. Inmate departure from a scheduled assignment must be authorized by the staff assigned to the area. If authorization is granted, the ID card is returned to the inmate, and s/he has five (5) minutes to travel to his/her next destination.

C. Disciplinary Action:

1. Disciplinary action may result from an inmate's failure to comply with his/her facility's rules and regulations concerning ID cards (failure to conspicuously display; tampering; loss or destruction; possession of another inmate's card; etc.).
2. Specific rules may be found in inmate handbooks.

3. In addition to possible disciplinary charges, inmates incur a restitution fee of \$3.00 for each replacement card.

D. Return of Cards Upon Release

At the time of release from the Adult Correctional Institutions (e.g., due to flattened sentence, released on Probation or Parole), the inmate submits his/her inmate ID card to the Committing Officer for destruction.

E. Temporary Identification (ID) Cards for Released Inmates:

1. Records and ID Unit staff issue temporary ID cards to inmates upon release. Said cards contain the affected inmate's date of release, as well as the same information as standard inmate ID cards (see item III.A.2.); however, these temporary ID cards also contain the statement "This ID is valid for thirty days from date of release".
2. All inmates receive one (1) temporary ID card upon release. Lost and/or expired temporary ID cards will not be replaced once the inmates are discharged.
3. The Records and ID Captain or designee adds the inmate's name to a master list for production of released inmate ID cards.
4. Records and ID Unit staff produce the ID cards one (1) day prior to each applicable inmate's release date.
5. Records and ID Unit staff then attach the ID card to the inmate's discharge slip and forward both the ID card and discharge slip to the appropriate facility.
6. Temporary ID cards are **not** issued for inmates who are released to other states or agencies (i.e., ICE, federal marshals).

**Rhode Island Department of Corrections
Emergency Contact Form**

This form must contain complete information, be legible, and must be completed in ink.

Inmate's Name: _____ ID #: _____

Date of Birth: _____ Facility: _____

In the event of an emergency such as illness or death, please notify:

Contact's Name Relationship to Inmate

Contact's Address: _____

Contact's Telephone Number: _____

NOTE: I understand that the person named above will be to whom the Department of Corrections will release my personal possessions and the balance of my inmate account in the event of my death.

Inmate's Signature Date

Witness's Printed Name Position Title

Witness's Signature Date